



# CRAFT Vendor Rental Requirements

## for the 6th Annual Tewksbury Fall Harvest Festival

Sunday, Sept 29, 2019 12:00 PM to 5:00 PM

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### Location and vendor specifications

1. Vendor rental space will be an approximate 10' x 10' tent size area marked out prior to the event. If additional size is needed please contact [tewksburyevents@gmail.com](mailto:tewksburyevents@gmail.com).
2. Vendor will supply their own table(s) and chair(s) and tent.
3. Craft vendors will submit a non-refundable registration fee of \$50 for one regular space, \$40 extra per each additional, adjacent space (not to include a corner space) or \$75 for corner spaces.
4. Non-profit organizations are allowed one FREE non-corner space. Additional adjacent, non-corner spaces are \$40 each.
5. Vendors will be responsible for their own liability insurance. There are no secure areas at the festival, belongings and personal items are the responsibility of the Vendor/Owner.
6. No Vendor shall sell any item of which could be deemed by the Town as inappropriate as well as tobacco products or paraphernalia of any type.
7. Last day to register is **Wednesday, August 28, 2019**. No registrations will be accepted on-site at the event.

### Additional requirements for vendors serving food items

1. Vendors selling, serving or sampling any type of edible food, whether there is a charge or not, MUST fill out a temporary food permit application (see link at right) and return to the Health Department at town hall or to [health@tewksbury-ma.gov](mailto:health@tewksbury-ma.gov) with applicable documents by **August 30, 2019**. There is NO additional Health Department fee for the Harvest Festival. Failure to send in the form by the deadline will result in forfeiting your space at the event.
2. Vendors serving hot items must keep hot preparation materials out of the public reach. This includes ovens, dispensers, warmers and deep fat fryers.
3. Food/Amusement Vendors are required to post menus and prices on a sign, easily visible to the public.

### Day of festival

1. Due to planning and logistics absolutely NO vendors will be allowed to register on-site.
2. Vendors may drive their vehicle onto the field, unload but then must immediately remove vehicle from the field. This is allowed during your allocated time of arrival.
3. Vendors MUST be in place and unpacked and ready for service 30 minutes prior to the opening of the event.
4. All Vendors (food/concessions/crafters) **shall remain in place until final closing, 5:10 PM**, with absolutely NO EXCEPTIONS. This is a safety precaution for patrons inside the event area. Vendors that need supply replacement from their establishments must use the designated drop off area only. No vehicles will be allowed on the field during the event. Drop off area will be noted at check-in.
5. Vendors requiring electricity will be responsible for supplying their own generator. All non-food vendors must have a quiet style generator. NO electricity is available on the field.
6. Vendors are responsible for the cleanup of their area after the event.
7. Vendors may display banners and/or advertising within the boundaries of their rental space but may NOT extend beyond that space.

### Helpful links:

[Downloadable "Temporary Food Permit Application" application for food vendors](#)

[Tewksbury Public Events & Celebrations Committee](#)